

266 CMR 4.00: ASSOCIATE HOME INSPECTOR TRAINING REQUIREMENTS

4.01: Duties and Requirements of the Trainee and Associate Home Inspector's Supervisor

1. Upon entering into the supervision program described by 266 CMR 4.00, the **Supervisor** shall assume all of the responsibilities described in 266 CMR 4.01 through 4.02. The **Supervisor** shall follow all of the state and federal laws, rules and regulations governing or related to the practice of home inspections and shall treat all supervisees in a professional and courteous manner.
2. The **Supervisor** shall be registered, and in good standing, in the Commonwealth as a **Home Inspector**.
3. The **Supervisor** may be the employer of the **Associate Home Inspector**.
4. A **Supervisor** shall personally approve the progress of the **Associate Home Inspector** he or she is supervising and shall make a detailed written evaluation of the **Associate Home Inspector** periodically, but no less frequently than once every three months. All evaluations shall be made available to the **Associate Home Inspector** upon request. The supervisor shall maintain these evaluations until the **Associate Home Inspector** is a fully licensed **Home Inspector** or five years from the date of the first supervised **Home Inspection**, (whichever occurs first).

The evaluation shall, at minimum, list the addresses of all **Home Inspections** conducted by the **Associate Home Inspector** and state the training and related technical instruction, which the **Associate Home Inspector** has received during the evaluation period.

5. The **Supervisor** shall certify the **Associate Home Inspector's** application as prescribed on the application form for licensure as a **Home Inspector**.
6. A **Supervisor** may supervise only one designated **Trainee** per inspection at any time.
7. **Direct Supervision.** The **Supervisor** is responsible for direct supervision of a **Trainee's Home Inspections**. Such **Direct Supervision** shall include:
 - a. The full time presence of the **Supervisor** at the inspection site.
 - b. The **Supervisor** must place his stamp and/or signature on the results of all inspections performed by a **Trainee** prior to a copy of the report being turned over to the **Client**.
 - c. The **Supervisor** shall sign of all sales and other business related documents prepared by a **Trainee**.

8. **Indirect Supervision:**

- a. Only an **Associate Home Inspector** may be supervised indirectly.
- b. The **Supervisor** must agree to take full responsibility for the contents of a report and, its compliance with the Standards of Practice, prior to allowing an **Associate Home Inspector** to perform a **Home Inspection** under **Indirect Supervision**.

4.02: **Duties/ Work Requirements of Associate Home Inspector and Trainee**

- (1) In entering into supervision program prescribed by 266 CMR 4.00, an **Associate Home Inspector** and/or **Trainee** shall assume all of the responsibilities described in 266 CMR 4.01 through 4.02 and shall follow all of the state and federal laws, rules and regulations governing or related to the practice of home inspection.
- (2) An **Associate Home Inspector** and/or **Trainee** shall perform **Home Inspections** and other duties as are assigned by his or her supervisor diligently and faithfully..
- (3) An **Associate Home Inspector** and/or **Trainee** shall perform the functions of a Home Inspector in accordance with **Board** rules only under the supervision of a licensed **Home Inspector**.
- (4) An **Associate Home Inspector** and/or **Trainee** shall treat all **Clients** and coworkers in a professional and courteous manner. He/she shall respect the property being inspected, the employer, **Supervisor**, and colleagues and shall abide by the **Supervisor's** work rules.
- (5) An **Associate Home Inspector** and **Trainee** and may not sign a contractual home inspection agreement with a **Client**.
- (6) An **Associate Home Inspector** and **Trainee** may not advertise as a **Home Inspector** and or as home inspection firm, company, franchise, corporation and or business.

REGULATORY AUTHORITY

M.G.L. c. 13, § 96, c.112, §§ 221-226.